

Emily Amanda

SOCIAL MEDIA MANAGER

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

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SKILLS

- Administer various psychological diagnostic tests and issue appropriate reports
- Proficient in using Microsoft Office and software techniques
- Excellent in filling and organizing data
- Abides with work ethics
- Accept feedback and uses it for improvement
- Highly conscientious
- Virtual Assistant
- HR Generalist

EXPERIENCE

FB Ads Manager

ExxonMobil Jun 2019 - Nov 2019

- Set-up Pixel ID
- Creating Ad Set
- Creating Ad Creative
- Arrange Columns On Campaigns/Metrics Guidelines
- Create Custom Audience and Lookalike Audience
- Share CA and LLA In Different Ad Accounts
- Split Testing
- Launch and Scale Products: Testing Phase, Pre-scaling Phase, Scaling Phase

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Walmart Mar 2019 - Nov 2019

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HR Staff for Recruitment and Documentation

Samsung Electronics Mar 2015 - Present

- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc

- Source and recruit candidates by using databases, social media etc
- Screen candidate's resumes and job applications
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Onboard new employees in order to become fully integrated
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process
- Promote company's reputation as "best place to work"

HR Trainee

Royal Dutch Shell *May 2014 - Aug 2014*

- Meeting with departmental representatives to discuss HR issues
- Referring issues to senior HR staff
- Assisting departments with their recruitment needs through liaison with agencies/ advertisers
- Coordinating prospective candidates, interviewing them and administering offers
- Conducting inductions of new staff
- Participating in the collection of market salary information for the annual review
- Inputting into the monthly payroll
- Assisting with the production and implementation of HR policies and procedures
- Responding to other ad-hoc queries from other personnel in the company

HR Officer

Cisco Systems *May 2012 - Feb 2014*

- Support the development and implementation of HR initiatives and systems
- Provide counseling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

HR Staff

Verizon Communications *Nov 2011 - Apr 2012*

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HR Assistant

Chevron *Mar 2011 - Nov 2011*

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)

- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database

EDUCATION

Masters in Business Administration (HR)

The University of Illinois at Chicago *Jun 2006 - Apr 2010*

LANGUAGES

English

French

German

Chines